

AFI 31-205 Self-Inspection Checklists

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Security Forces

THE AIR FORCE CORRECTIONS SYSTEM

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This checklist reflects requirements for the Air Force Corrections System (AFCS) to prepare for and conduct internal reviews.

1. References have been provided for each item. Critical items have been kept to a minimum and are related to public law, executive orders, DoD directives, or safety guidelines; which if not complied with, could result in significant legal liabilities, penalties, or mission impact. Non-critical items help gauge the effectiveness/efficiency of the function.
2. This publication establishes a baseline checklist. Units are encouraged to contact AFSFC/SFC to recommend additions and changes deemed necessary.

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★SUMMARY OF REVISIONS

This document was revised to correct grammatical errors. Attachment 2 contains a complete listing of the changes.

Attachment 1
THE AIR FORCE CORRECTIONS SYSTEM

Table A 1.1. CHECKLIST

MISSION STATEMENT: To provide quality confinement and rehabilitation services for pre-trial detainees and adjudged inmates.			
<i>NOTE: All references are from AFI 31-205, unless otherwise stated.</i>			
1. PROGRAM PURPOSE, GUIDELINES, AND RESPONSIBILITIES			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Does the corrections staff know and adhere to use-of-force policies established in applicable DoD and Air Force directives? (para 1.3.13.3.)			
1.1.2. Has a Memorandum of Agreement, (MOA), been completed when civilian or other military service facilities are used? (An MOA is mandatory for each Army facility.) (para 1.2.2.2.)			
1.1.3. Does the installation commander maintain capability to house inmates up to 120 days? (para 1.3.9.)			
1.1.4. Does local training for corrections staff consist of policies and use of weapons and special restraint devices unique to the confinement facility? (para 1.3.13.3.)			
1.2. NON-CRITICAL ITEMS:	YES	NO	N/A
1.2.1. Are the inmate's parent unit held responsible for their confined personnel, regardless of location, until the member is formally gained into the AFCS? [e.g. providing escorts, assisting confined members' families] (para 1.3.10)			
1.2.2. Does the installation CSF or designated security force commander monitor, inspect and maintain facilities and programs? (para 1.3.11.)			
2. ORGANIZATION, STAFFING, AND CONFINEMENT STAFF TRAINING			
2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1. Does the confinement facility have a detailed suicide prevention plan that addresses training, identification/screening, communication, intervention, reporting, follow-up, and review? (para 2.3.1.8)			
2.1.2. Has the correction officer ensured a comprehensive education and training program on the management of HIV positive inmates is available for corrections staff and inmates? (para 2.4.)			
2.1.3. Does the management of HIV positive inmates training include measures to protect against HIV transmission? (para 2.4.1.)			
2.1.4. Does the management of HIV positive inmates training for corrections staff members include: (para 2.4.2.)			
2.1.4.1. Apprehension and search?			

2.1.4.2. Cardio-Pulmonary Resuscitation, first aid procedures, and disposal of contaminated materials?			
2.1.4.3. Evidence and property handling?			
2.1.4.4. Transporting inmates?			
2.1.4.5. Decontaminating cells and other spaces?			
2.1.4.6. Disposal of contaminated materials?			
2.1.5. Upon in-processing, do inmates receive training on the following items dealing with HIV? (para 2.4.3.)			
2.1.5.1. Risk factors?			
2.1.5.2. Procedures for potentially contaminated material (razors, needles, bloodied clothing, etc.)?			
2.1.5.3. First aid procedures?			
2.1.6. Are all participants in incidents which could result in transmission of an infectious disease, i.e., sexual contact, tattooing, intravenous drug use, or body-fluid-to-body-fluid transfer, automatically required to be HIV tested? NOTE: Required unless all participants are HIV positive. (para 2.6.3.)			
2.1.7. Has the installation CSF appointed a commissioned officer as the corrections officer? (para 2.1)			
2.1.8. Has the corrections officer established in-house training program designed to ensure all personnel assigned corrections duties are fully trained in custody, control, management and correctional treatment of inmates. Training records will be maintained on all staff members? (para 2.3)			
2.2. NON-CRITICAL ITEMS:	YES	NO	N/A
2.2.1. Does the correction officer schedule all HIV negative inmates annually for HIV testing? (para 2.6.)			
2.2.2. Are corrections staff members: (para 2.2.1. & 2.2.2.)			
2.2.2.1. E-4 or above with at least a 5-skill level?			
2.2.2.2. Mature and emotionally stable?			
2.2.3. Are training records maintained on all corrections staff members? (para 2.3.)			
3. RECORDS AND REPORTS			

3.1. CRITICAL ITEMS:	YES	NO	N/A
3.1.1. Are all staff members trained in corrections and fully oriented on the missions, objectives and governing instructions, prior to assuming such duties and recurring training? [e.g. required training and QC requirements identified.] (para 3.1)			
3.1.2. Does the facility have a Victim/Witness Assistance Program Coordinator/Monitor (VWC) appointed to ensure the rights of victims and witnesses who elect to participate in the notification process are protected? (para 3.2.2.)			
3.1.3. Has the correction officer established procedures to protect the rights of victims and witnesses who elect to participate in the Victim/Witness Assistance Program notification process? [e.g. validate compliance by spot checking 20% of currently confined inmate files] (para 3.2.)			
3.1.4. Does the VWC ensure every military inmate (any service) entering confinement (military or civilian) has a DD Form 2704, Victim/Witness Certification and Election Concerning Inmate Status, completed by JA and maintained in the facility VWAP adjunct file by inmate name? (para 3.2.2)			
3.1.5. Are inmates CTFs marked to annotate that they contain Victim/Witness information? How are the files marked? (para 3.2.4)			
3.1.6. Are unsuccessful written and/or telephonic notifications recorded in the adjunct VWAP file? (para 3.2.4.)			
3.1.7. Does the facility VWC use DD Form 2705, Victim/Witness Notification of Inmate Status, to make victim and witness notifications (changes in the inmate's confinement status), with attached cover sheet, at least 45 days prior to action as appropriate? (para 3.2.6)			
3.1.8. Is VW correspondence sent certified mail, return receipt requested (RRR), at least 45 days in advance? (para 3.2.6.)			
3.1.8.1. Are the receipts filed with the VWCs VWAP notification record?			
3.1.8.2. Where are the RRRs maintained?			
3.1.9. Does the VWC make initial contact within 10 working days of receipt of the DD Form 2704 with the victim(s)/witness(es)?			
3.1.9.1. Are victims and witnesses notified at least 45 days in advance (or as soon as known) of clemency and parole hearings held by the appropriate military service clemency and parole board? (para 3.2.6.2.)			
3.1.10. When an inmate is scheduled to be released, are victims and witnesses notified, using the DD Form 2705, of the date, method of release and destination (city and state)? NOTE: In parole cases, provide the parole officer's name and telephone number. (para 3.2.6.3.)			
3.1.11. Does the VWC or designee, complete notifications and mail separate addressed copies (make telephonic notifications as necessary) of DD Form 2791, Notice of Release of Military Offender Convicted of Sex Offense , at least two weeks prior to the inmate's final release from			

confinement to: State Attorney General, Local Law Enforcement, and State Sex Offender Registration Official, (regardless if the state requires notification), to where the offender plans to reside? (DoDI 1325.7., para 6.18.5.2 and AFI 31-205, para 3.2.6.5.2.)			
3.1.12. Prior to the release of an inmate, does the VWC or designee ensure all available records regarding the inmate were reviewed to determine if the inmate had been convicted of a covered offense (e.g. convicted of sexually violent offenses or criminal offenses against a victim who is a minor) on out-processing? Is this action referenced on the out-processing checklist? (DoDD 1325.7., para 6.18.6.1)			
3.1.13. Does the Confinement NCO review all available records once a member is ordered into confinement (housed in military or civilian facility) to determine if the inmate has prior sex offender criteria offense convictions? (DoDI 1325.7, para 6.18.5.3)			
3.1.13.1. Has this review been recorded on the in-processing or other pertinent checklist?			
3.1.14. Are appropriate state authorities notified in all cases involving a member convicted (sex offender) of sexually violent offenses and/or offenses against victims who were minors (persons under the age of 16) for the following: (para 3.2.6.4.)			
3.1.14.1. Upon court-completion for convictions without a sentence to confinement?			
3.1.14.2. Release of the offender from confinement?			
3.1.15. Prior to release (for inmates) or upon sentencing (members convicted without confinement) are offenders required to register as Sex Offenders, briefed on registration requirements, and acknowledged via DD Form 2791-1 (out-processing checklist)? (DoDI 1325.7., para 6.18.5.1)			
3.1.15. In a case involving the release of sex offender, does the corrections officer inform the inmate, prior to release, that he or she will be subject to a registration requirement as a sex offender in any State or Territory in which he/she resides, is employed, carries on a vocation, or is a student? (para 3.2.6.5.1.)			
3.1.16. In a case involving release of a convicted sex offender, is the inmate required to sign a "Inmate's Acknowledgment of Sex Offender Registration Form" which includes the address at which he or she will reside upon release from confinement? (para 3.2.6.5.1.1.)			
3.1.16.1. In a case involving release of a convicted sex offender, does a corrections staff member witness the inmate's signature on the Inmate's Acknowledgment of Sex Offender Registration Form?			
3.1.17. In a case involving release of a convicted sex offender, is one copy of the DD Form 2791-1 filed in the offenders corrections treatment file,			

another copy in the facility files, a third copy provided to the inmate, and the original forwarded for placement and permanent retention in the inmate's Unit Personnel Records Group at the MPF (with or without confinement), to include those housed in civilian confinement facilities? (para 3.2.6.5.1.2.)			
3.1.18. In a case involving release of a convicted sex offender, are copies of DD Form 2791, Notice of Release of Military Offender Convicted of Sex Offense , completed and sent via certified return receipt requested, at least two weeks prior to the inmate's final release from confinement to the following officials: (para 3.2.6.5.2.)			
3.2.18.1. State Law Enforcement of the State or territory in which the inmate will reside?			
3.2.18.2. Local Law Enforcement of the jurisdiction in which the inmate will reside?			
3.1.18.3. State Sex Offender Registration Official for the State or territory in which the inmate will reside? (Recommend 20% spot check of confined inmates files to ensure S.O.N. compliance.)			
3.1.19. In a case involving release of a convicted sex offender on parole, is the supervising U.S. Probation Officer provided a copy of the inmate's written acknowledgment and copies of the three DD Forms 2791? (para 3.2.6.5.3.)			
3.1.20. Are victims and witnesses notified by telephone as soon as possible after discovery of an escape by an adjudged inmate? (para 3.2.6.6.)			
3.1.21. Are victims and witnesses notified before a inmate's release on Emergency Home Parole? (para 3.2.6.8.)			
3.1.22. Is a monthly Victim/Witness Status Report sent to HQ AFSFC/SFC providing a list of inmates, grouped by service, for whom a DD Form 2705 was generated? (para 3.2.10.)			
3.1.23. Has the corrections officer established internal controls to keep information submitted by victims and witnesses confidential and prevent unauthorized access to associated files? (para 3.2.12.)			
3.1.24. Is the Confinement Victim/Witness Assistance Program included in facility operating instructions? (para 3.2.12.)			
3.1.25. Does the corrections officer send an Annual Confinement Report through the appropriate MAJCOM to AFSFC/SFC by 15 January every year? (para 3.3.)			
3.2. NON-CRITICAL ITEMS:	YES	NO	N/A
3.2.1. Are all corrections staff members trained in corrections and fully oriented on the missions, objectives and governing instructions prior to assuming duties? (para 3.1.)			
3.2.2. Are inmate records maintained IAW AFI 37-139? (para 3.1)			

3.2.3. Are V/W files staged properly after 4 years from the inmates max release date? (AFMAN 37-139, table 31-2 and AFI 31-205 para 3.1)			
3.2.3. Do you comply with DOD 5400.7/AF Supplement, FOIA Program, and AFI 37-132, AF Privacy Act Program, prior to release or denial of inmate records in response to FOIA an PA requests? (para 3.1.1.)			
3.2.4. Do corrections personnel contact the Central Repository when the victim or witness requests to make changes to their election status or personal data? (para 3.2.1.)			
3.2.4. Is the identity of a crime victim or witness kept from being disclosed from the inmate or any unauthorized third party, as determined by the VWAP Monitor? i.e. does the corrections staffs take appropriate measures when releasing inmate records, to protect the processes involved in corrections, [e.g. clemency and parole, restoration and reenlistment?] (AFI 37-131, Freedom of Information Act (FOIA) Program and AFI 37-132, Air Force Privacy Act Program. Consult DOD Regulation 5400.7/AF Supplement, FOIA Program, and AFI 33-332, Air Force Privacy Act Program, for procedures on release or denial of FOIA and PA requests. (para 3.2.2.)			
3.2.5. Does the Victim/Witness Coordinator maintain a separate adjunct Victim/Witness Notification Record by individual name of each victim or witness? (para 3.2.4.)			
3.2.6. Are Victim and Witness Records/Package and file victim and witness records, packaged for transfer as follows: (para 3.2.5.) 3.2.6.1. Files sealed in a separate envelope and marked as victim/witness files? 3.2.6.2. The envelope is clearly labeled "EXEMPT from Freedom of Information Act and Privacy Act Release"?			
3.2.7. Is the DD Form 2705, Victim/Witness Notification of Inmate Status , used to make victim and witness notifications of any changes in a inmate's confinement status? (para 3.2.6.)			
3.2.8. Are Victim/Witness Notifications made at least 45 days prior to a specific action via certified mail, with return receipt requested? (para 3.2.6.)			
3.2.9. Are victims and witnesses notified by telephone upon the return of an inmate to confinement following escape? (para 3.2.6.6.)			
3.2.10. Are victims and witnesses notified when an inmate is transferred to another facility? (para 3.2.6.7.)			
3.2.11. Are victims and witnesses notified within 10 days of an inmate's death? (para 3.2.6.9.)			
3.2.12. Does the VWAP Monitor contact the Central Repository in writing after unsuccessful attempts to notify victim/witness (e.g. disconnected phone number and returned certified mail), with detailed information on what steps the facility took to locate the participant for permission to remove the individual from program? (para 3.2.7)			

3.2.13. Are inmates advised not to initiate contact with any victims or witnesses without permission? [Without the staff providing or identifying the names of any victims or witnesses to the inmate] (para 3.2.8.)			
3.2.14. Is the Monthly Victim/Witness Status Report completed correctly and submitted to HQ AFSFC/SFC? (para 3.2.10.)			
3.2.15. Does the corrections NCO submit requests for deviation from security criteria via AF Form 116, Request for Deviation from Security Criteria , for instances relating to physical security deficiencies only? Note: Installation commanders may approve deviations for all physical security deficiencies as outlined in AFI 31-101, Air Force Installation Physical Security Program? (para 3.4)			
3.2.16. Does the corrections officer or NCOIC report any serious or significant incidents in accordance with OPREP-3 reporting requirements? (para 3.5., AFMAN 10-206, RCS: HAF-XOO (AR) 7118)			
4. FACILITIES AND EQUIPMENT			
4.1. CRITICAL ITEMS:	YES	NO	N/A
4.1.1. Does the installation commander determine the need to establish, modify, or close a Level 1 facility? (para 4.1)			
4.1.1.1. Are changes in the status of existing facilities or establishing a new facility coordinated through the appropriate MAJCOM to SFC?			
4.1.2. Does the design of the corrections facility include: (para 4.2.)			
4.1.2.1. Segregation cells located so physical contact with non-segregated and other segregated inmates is impossible and to minimize the possibility of escape and self inflicted injury?			
4.1.2.2. Division of inmates by status, custody grade, sex?			
4.1.2.3. Provisions for reasonable comfort consistent with good order and discipline?			
4.1.2.4. Distinctive administrative areas separate from security functions?			
4.1.2.5. Secure storage space for personal property?			
4.1.2.6. Health and comfort item storage area?			
4.1.2.7. Secure janitorial supply storage area?			
4.1.2.8. A visiting area with controlled entry and exit that allows for private conversation and has storage space for visitors' personal property; [e.g., coats, handbags], etc.?			
4.1.2.9. Day rooms with space for reading, writing, and table games?			

<p>4.1.3. Has the corrections officer ensured space is available for housing inmates, providing recreation, administration, and education/rehabilitation as it relates to the following security, safety, and comfort measures in their corrections facilities? (para 4.2 and 4.3.)</p> <p>4.1.3.1. Does the design include barriers to control public entry into inmate areas and escape prevention as well as safety and emergency evacuation procedures?</p> <p>4.1.3.2. Internal and external lighting meeting the requirements of paragraph 4.3.3.?</p> <p>4.1.3.3. Indoor temperature controls?</p> <p>4.1.3.4. Noise levels which do not exceed 70 dBA (A scale) in the daytime and 45 dBA (A scale) at night?</p> <p>4.1.3.5. Do all cells and rooms have a view of at least three square feet to admit natural light?</p> <p>4.1.3.6. Is artificial light in rooms, cells, and hygiene areas at least 20 foot-candles at desktop level?</p> <p>4.1.3.7. Is there adequate exterior lighting for security and safety?</p> <p>4.1.3.8. Is there a battery-powered electrical backup that will provide adequate lighting?</p> <p>4.1.3.9. Simple locking devices? NOTE: Not padlocks.</p> <p>4.1.3.10. Are all keys stored in a secure location and are there posted procedures for issuance and inventory of keys?</p> <p>4.1.3.11. Are duplicate keys immediately available for emergencies?</p> <p>4.1.3.12. Do electronic locks have a manual backup and are the locks monitored 24 hours a day?</p> <p>4.1.3.13. Conventional porcelain toilets and sinks in standard cells or areas and metal, round-edged [combination] toilets and sinks in segregation cells?</p>			
<p>4.1.4. Has the corrections officer ensured enforcement of the following prohibitions during both the design and operation of the confinement facility: (para 4.4.)</p> <p>4.1.4.1. Corrections facilities are not located next to childcare operations, or facilities that dispense, sell, or store alcoholic beverages?</p>			

4.1.4.2. Fences or wires are not electrically charged?			
4.1.4.3. Non-inmates are not housed in the facility?			
4.1.4.4. Temporary inmates are not allowed to have contact with military inmates?			
4.1.4.5. Visiting areas are not divided by any type of barrier?			
4.1.4.6. “Black-out” cells are not used?			
4.1.4.7. Inmates are not guarded with canine teams?			
4.1.4.8. Chemicals other than riot control agents are not used?			
4.1.4.9. Firearms are not used to guard inmates, except under escort?			
4.1.4.10. Restraining devices, such as leg irons, are not used during inmate employment to create a “chain-gang” ?			
4.1.4.11. Inmates are not secured to fixed objects, except in emergencies, or when specifically approved by the corrections officer?			
4.1.5. Does each cell or area have at least one sleeping surface consisting of a mattress at least 12 inches off the floor (per inmate); a writing surface and proximate area to sit (if inmate is inside more than 10 hours per day); a storage space for personal items; and a place to suspend clothes? (para 4.6.)			
4.2. NON-CRITICAL ITEMS:	YES	NO	N/A
4.2.1. Has the corrections officer ensured space is available for housing inmates, providing recreation, administration, and education/rehabilitation as it relates to the following security, safety, and comfort measures in their corrections facilities? (para 4.2 and 4.3.)			
4.2.1.1. When possible, are Closed Circuit Television (CCTV) for internal and external control used?			
4.2.1.2. Air circulation meeting the requirements of paragraph 4.3.5.?			
4.2.2. Are fences used as a facility boundary a minimum of 7 foot high with the fence fabric secured at the bottom, with three-strand barbed wire mounted on an inward 45-degree angle at the top of the fence? (para 4.3.1.)			
4.2.3. Is there a minimum ratio of one toilet for every 12 males and one toilet for every eight females available on a 24-hour basis? (para 4.3.8.1.)			
4.2.4. Do dormitory type facilities capable of housing three or more inmates have a minimum of two toilets? (para 4.3.8.2.)			

4.2.5. Is there a ratio of one sink for every 6 inmates? (para 4.3.8.3.)			
4.2.6. Is there a ratio of one shower stall for every 8 inmates? (para 4.3.8.4.)			
4.2.7. Do showers have concealed and tamper-proof supply fittings, surface mounted fixed prison type showerhead, and tamper-proof hot and cold water valves? (para 4.3.8.4.)			
4.2.8. Is shower water thermostatically controlled between the temperatures of 100 and 120 degrees Fahrenheit? (para 4.3.8.4.)			
4.2.9. Does dormitory space for inmates provide for separation and supervision? (para 4.5.)			
4.2.10. For facilities built prior to 1 Jan 97, is the space allotment designed on the basis of 72 square feet per inmate? (para 4.5.1.)			
4.2.11. When conditions prevent the use of standard space allocation during temporary periods of increased inmate population, is 50 square feet per inmate provided? (para 4.5.2.)			
4.2.12. Has the MAJCOM Commander approved requests for operations under the reduced space allocation rule for up to 60 days? (para 4.5.2.)			
4.2.13. Has HQ AFSFC/SFC approved requests for operations under the emergency minimum space allocation rule for any period over 60 days? (para 4.5.2.)			
4.2.14. Is the minimum inside measurements of individual cells or rooms or for cells that are used for segregation of inmates 8' long, 6' wide, and 8' high? (para 4.5.3.)			
4.2.15. If any cell or room does not meet the minimum space allocation requirement, has it been inspected and certified as acceptable for confinement by a medical doctor or physician assistant? (para 4.5.3.)			
4.2.16. For facilities built after 1 Jan 97, is each inmate provided in individual cells and open bays a minimum 35 square feet of space, unencumbered by furnishing or fixtures, with a minimum 8' floor to ceiling distance? (4.5.4.)			
4.2.17. When confinement exceeds 10 hours per day, is at least 80 square feet of floor space provided per occupant? NOTE: Does not include normal sleep time. (para 4.5.5.)			
4.2.18. Do day rooms and recreation rooms provide a minimum of 35 square feet per inmate allowed to use the room at one time? (para 4.5.6.)			
4.2.19. Do all day rooms and recreation rooms contain a minimum of 100 square feet? (para 4.5.6.)			
4.2.20. Are sufficient furnishings, consistent with inmate custody levels, provided in day rooms for every occupant using it at one time? (para 4.6.)			
4.2.21. Does the corrections facility provide the following equipment: (para 4.7.)			
4.2.21.1. Office equipment to support the administrative function?			
4.2.21.2. Janitorial supplies for use in the facility and serviceable tools for			

inmate work projects?			
4.2.21.3. A public address system (as required)?			
4.2.21.4. Sufficient recreational equipment and day room equipment such as TVs and/or radios?			
4.2.21.5. Religious supplies and literature as provided or approved by the installation chaplain?			
5. ADMINISTRATION AND MANAGEMENT			
5.1. CRITICAL ITEMS:	YES	NO	N/A
5.1.1. Do correctional personnel ensure a DD Form 2707, Confinement Order signed by an authorized Commissioned, Non-commissioned Officer, accomplished on every adjudged inmate or pre-trial detainee placed into confinement? (para 5.1.)			
5.1.2. For pre-trial detainees, does the corrections staff ensure the unit representative affecting confinement completes AF Form 444, Advisement of Rights Upon Pre-trial Confinement, and is witnessed by the corrections staff member? (para 5.1, R.C.M. 304 and 305)			
5.1.3. Do all new inmates receive a physical examination by medical personnel within 24 hours after entry into confinement or next duty day for processing on weekends or holidays. (para 5.3.1.)			
5.1.4. Does the corrections OI and facility Rule Book include the formal inmate complaint process, confinement facility offenses and disciplinary measures? (para 5.3.)			
5.1.5. When an inmate with a FD Form 249, Arrest and Institution Card , on file escapes, are two originals of the FBI Form I-12, Flash/Cancellation Notice , completed and one mailed to the FBI CJIS Division with the other filed in the corrections treatment file? (para 5.3.4.2.)			
5.1.6. Does corrections officers and NCOs consult with medical personnel for the care and management of confined pregnant inmates? (para 5.4.2.)			
5.1.7. Are arrangements for placement for any child born while the mother is in custody made as soon as possible after the pregnancy is known, but no later than the 7th month of pregnancy? (para 5.4.2.1.)			
5.1.8. Are facility personnel aware that other than offering the services of a counselor, medical officer or a chaplain, no other attempt to influence the inmate's desires regarding abortion is to be made? (para 5.4.3.)			
5.1.9. Following an abortion at a civilian medical facility, is the inmate examined by a military or government employed contracted physician to determine the need for additional treatment and follow-up care? (para 5.4.3.2.)			
5.1.10. Does the corrections staffs establish a Correctional Treatment File (CTF) for each inmate during initial in processing? (para 5.5.)			
5.1.11. Does the corrections officer, or NCOIC classify inmates as pre-trial, post-trial, or casual, and assign a custody grade to all inmates? (para 5.6.)			

5.1.12. Does the corrections officer or designated corrections staff member compute sentence and Good Conduct Time (GCT) according to DODI 1325.7, Administration of Military Correctional Facilities and Clemency and Parole Authority and AFJI 31-215, Military Sentences to Confinement? (para 5.7.)			
5.1.13. Are inmates placed in Administrative Segregation as a minimum for the first 24 hours upon arrival into the facility? (para 5.8.1)			
5.1.14. Does the corrections facility commander, or designee, formally advise the inmate of any decision to continue administrative segregation beyond the 72-hour period? (para 5.8.1.)			
5.1.15. Are personnel in administrative segregation afforded the same cell furnishings, unless the corrections officer or designee, determine the temporary removal of such articles is necessary to prevent injury or property damage? (para 5.8.1.1.)			
5.1.16. Are facilities designated for housing female inmates modified as required to provide for separate living and personal hygiene areas? NOTE: Female and male living and hygiene areas must be separated by both sight and sound. (para 5.8.1.3.)			
5.1.17. Are maximum custody inmates segregated from all other inmates? (para 5.8.1.5.)			
5.1.18. Are adjudged inmates who have been sentenced to death segregated from the remainder of the inmate population at all times? (para 5.8.4.)			
5.1.19. Are local procedures established for secure storage, issue, accountability, and destruction of inmate medication(s)? (para 5.9)			
5.1.19.1. Does the corrections staff strictly control medical supplies and medication; are all medication issues and dispositions documented, and completed records filed in the inmates CTF?			
5.1.20. During release from confinement, are inmates released in a two-step process? [e.g. a pre-release conference and actual release] (para 5.14)			
5.2. NON-CRITICAL ITEMS:	YES	NO	N/A
5.2.1. Does inmate in-processing include the following: at least one briefing on facility rules and an interview by the corrections officer or NCOIC; and was the inmate provided a written copy of the facility rules? [which contains the formal complaint process, confinement facility offenses and disciplinary measures] (para 5.3.1)			
5.2.2. Upon a inmate's initial entry into the corrections facility, does the corrections officer or designated corrections staff member screen the inmate's medical records for mental health consultation entries? (para 5.3.1.1.)			
5.2.3. When possible, are new inmates segregated from other inmates during initial processing and administration? (para 5.3.2)			

5.2.4. As part of processing a new inmate into the facility, are two originals of the Federal Bureau of Investigation (FBI) FD Form 249, Arrest Institution Card completed and is the inmate's photograph attached to the form? (para 5.3.4.)			
5.2.5. Is one of the FBI FD Form 249s mailed to the FBI and the second maintained in the correctional treatment file? (para 5.3.4.)			
5.2.6. Upon recapture of an escaped inmate on whom a FD Form 249 was completed, is another set of FBI Form I-12 completed and one mailed to the FBI CJIS Division while the other is filed in the corrections treatment file? (para 5.3.4.2.)			
5.2.7. When a inmate with a DJFD 249 on file dies, is the FBI CJIS Division notified immediately by a letter that includes postmortem fingerprints? (para 5.3.4.3.)			
5.2.8. Has DD Form 2710, Inmate Background been completed? (para 5.3.5)			
5.2.9. Is all the inmates information recorded on the SF Blotter including date/time of confinement, name, rank, organization, and home station of the new inmate? (para 5.3.9.)			
5.2.10. Does the corrections staff notify the installation commander, within 24 hours, of an inmate's entry into confinement? (para 5.3.10.)			
5.2.11. Does the corrections staff use DD Form 506, Daily Strength Record of Prisoners , to report entries into confinement when there are changes in custody, status change, releases, gains, losses, transfers or death? (para 5.4.)			
5.2.12. Do corrections personnel assist the mother of a child, born while the mother is in custody, in making arrangements with legal and family support services? (para 5.4.2.1.)			
5.2.13. Are inmates who are considering elective abortion permitted to discuss the matter with a medical officer or nurse practitioner and, if desired, with a chaplain or other counselor? (para 5.4.3.)			
5.2.14. If an inmate desires to seek an abortion, is she required to submit a written request? (para 5.4.3.2.)			
5.2.15. When a inmate is temporarily transferred to another facility, is the CTF transferred with the inmate, while ensuring the inmate is not allowed access to the CTF, and the CTF returns when the inmate returns to the base of assignment? (para 5.5.2.)			
5.2.16. When a inmate is transferred to a new facility, is the CTF transferred with the inmate, with the losing facility keeping copies of documents closing the Personal Deposit Fund (PDF), a copy of the transmittal letter listing all transferred items, and a copy of the DD Form 2708, Receipt for Inmate or Detained Person ? (para 5.5.3.)			
5.2.17. Does the corrections staff assign inmate quarters based on status, rank, sex, and custody grade? [e.g. to determine if continued segregation is necessary] (para 5.8.)			

5.2.18. Does the corrections staff review a new inmate's Administrative Segregation status conducted and a recommendation made to the facility commander within 72 hours of the inmate's arrival? (para 5.8.1.)			
5.2.19. Is the removal of furniture from cells housing administratively segregated personnel reviewed every time a inmate's status is reviewed? (para 5.8.1.1.)			
5.2.20. Are all pre-trial inmates housed in separate cells or sleeping areas from post-trial inmates? (para 5.8.1.2.)			
5.2.21. For hospitalized inmates, does the corrections officer provide the hospital commander a brief history of the inmate's conduct and custody grade? (para 5.10.1.)			
5.2.22. When projecting inmates to go Temporary Duty (TDY) for hospitalization, does the parent installation corrections officer: 5.2.22.1. Inform the TDY installation CSF of the projected TDY? 5.2.22.2. Provides the necessary transfer information? 5.2.22.3. Establish the inmate's custody grade with the TDY installation CSF?			
5.2.23. Is videotaping and photographing of inmates prohibited? Note: Except in support of medical documentation, for official identification purposes, or IAW AFI 35-101. (para 5.11.1.)			
5.2.24. Is photographing of the corrections facility prohibited unless authorized by the confinement officer or as an exception to policy when the stated purpose justifies such action? (para 5.11.2.)			
5.2.25. If photography of the confinement facility is permitted, are the following areas excluded from being photographed? (para 5.11.2.) 5.2.25.1. Areas where detailing fences, restraining walls, bars, locks, and other restraining devices are located? 5.2.25.2. Scenes including inmates who are identifiable? 5.2.25.3. Scenes depicting inmates under custodial control? 5.2.25.4. Use of restraining devices?			
5.2.26. Are face-to-face and telephonic communication (interviews) between military inmates and members of the news media coordinated with public affairs and security forces personnel? (para 5.11.3.)			
5.2.27. Does the confinement NCO acquire professional assistance for inmates through the Transition Assistance Program prior to the pre-release conference? (para 5.14)			
5.2.28. Does the installation CSF coordinate the release of inmates with the installation commander and the unit commander when inmates complete			

installation commander and the unit commander when inmates complete their sentences to confinement, or, are approved by the AFC & PB for release on parole? (para 5.14)			
5.2.29. When the Convening Authority directs inmates to be placed on excess leave upon completion of confinement, does the corrections staff, in the presence of the inmate's squadron commander or designated representative, conduct a pre-release conference with the inmate three calendar days prior to release via DD Form 2718? (AFI 31-205, para 5.14., and AFI 51-201, para 9.3 and 9.12)			
5.2.30. Does the corrections officer release pre-trial inmates upon order of an authorized official (i.e. confining official)? (para 5.14.)			
6. ALLOWANCES AND SERVICES			
6.1. CRITICAL ITEMS:	YES	NO	N/A
6.1.1. Does the corrections officer or NCOIC ensure inmates get health and comfort items IAW para 6.1.? (para 6.1)			
6.1.2. Does the corrections staff inspect incoming and outgoing mail, to intercept contraband and to control mail which violates postal regulations, contains obscenities, or communicated threats? (para 6.3.2.)			
6.1.3. Are privileged communications outlined in paragraph 6.3.2.1. exempted from rejections or censorship: (para 6.3.2.1)			
6.1.4. Is access by the public to the correctional facility limited to authorized tours and visits? (para 6.4.)			
6.1.4.1. Is care taken to avoid criticism, embarrassment, mental anguish, and grounds of defamation?			
6.1.5. Have instructions been implemented to secure all visitors hand carried items during their visit? (para 6.4.3.)			
6.1.6. Does the corrections officer or NCO determine if an inmate will be authorized contact or non-contact visitation? (para 6.4.4.)			
6.1.7. Is physical contact between visitors and inmates limited to a short embrace at the beginning and termination of the visit? (para 6.4.4.)			
6.1.8. Do maximum and medium in-custody visits take place in a secure area within the correction facility? (para 6.4.5.)			
6.1.9. Do corrections staff members search inmates before and after visits? (para 6.4.5.1.)			
6.1.10. Do all inmates receive other services from base support agencies in much the same manner as active duty military? [e.g. food service] (para 6.5)			
6.2. NON-CRITICAL ITEMS:	YES	NO	N/A
6.2.1. Are installation O & M Funds used to purchase health and comfort items for inmates in non-pay status? (para 6.1.1)			
6.2.2. As a minimum, are items for personal hygiene provided in compliance with AFI 36-2903? (para 6.1.1.2)			
6.2.3. Is an emergency stock of health and comfort items maintained?			

(para 6.1.5)			
6.2.4. Is DD Form 499, Prisoner's Mail and Correspondence Record , used to control authorized correspondence? (para 6.1.2.1.)			
6.2.5. Do all inmates receive postal service, as well as other communications permitted with certain limitations? (para 6.3)			
6.2.6. Does the corrections staff store unauthorized items received in the mail with the inmate's personal property and issue the inmate a receipt for such items? (para 6.3.2.)			
6.2.7. Does the corrections officer ensure inmates are aware of what articles they may receive through the mail and that they must notify all authorized correspondents of the authorized articles? (para 6.3.2.)			
6.2.8. Except for IG complaints, do inmate's submit complaints or requests using a DD Form 510, Request for Interview , through the corrections officer or NCOIC, to the person or agency to which the complaints are submitted? (para 6.3.3.)			
6.2.9. Has the corrections officer established visiting days and times locally? (para 6.4.1.)			
6.2.10. Are visiting rooms or areas inspected for contraband before and after each visiting period? (par 6.4.5.1.)			
6.2.11. Do visitors request advance approval from the corrections officer to visit a inmate on prescribed visiting days? (para 6.4.5.4.)			
6.2.12. Is a Security Forces Desk Blotter entry made when inmates refuse meals? (para 6.5.5.2.)			
6.2.13. Does the corrections officer, or NCOIC provide laundry service to inmates in non-pay status through O&M funds? (para 6.5.6.)			
7. CLOTHING, PERSONAL PROPERTY, AND FUNDS			
7.1. CRITICAL ITEMS:	YES	NO	N/A
7.1.1. Do pre-trial detainees and post trial inmates wear the BDU uniform (or distinctive uniform if approved by SFC) while confined in AFCS facilities? (para 7.1)			
7.1.2. Are any markings affixed to distinctive uniforms neither degrading nor of such a nature as to subject the inmate to ridicule? (para 7.1.)			
7.1.3. Are inmate's Personal Deposit Funds (PDFs) balanced each duty day and audited quarterly by a disinterested party unassociated with the PDF? (para 7.3.1.)			
7.2. NON-CRITICAL ITEMS:	YES	NO	N/A
7.2.1. Has parent unit Commander ensured inmates have all required clothing upon entry into confinement? [e.g. Do inmates have one complete set of service dress, four complete set of utility uniforms, one field jacket, one short sleeve light blue shirt (or service equivalent), one pair of boots, one pair of low quarter shoes, appropriate belts, headgear, undergarments, socks, and one set of athletic attire? (para 7.1.3) (para 7.1.3.)			

7.2.2. Does the corrections staff inspect and inventory all personal property brought to the facility by the inmate? (para 7.2)			
7.2.2.1. Do corrections officers authorize possession of personal property, when not listed on the facility clothing list?			
7.2.2.2. Are the inmates parent unit responsible for disposing of unauthorized personal property?			
7.2.3. Is AF Form 807, Receipt-Inmate's Personal Property , used to document personal property and filed in the corrections treatment file (CTF)? (para 7.2.)			
7.2.4. Has the installation CSF appointed a primary and alternate Personal Deposit Fund (PDF) custodian by letter and furnished a copy to the servicing bank and Financial Services Office (FSO)? (para 7.3.)			
7.2.4.1. Does the PDF custodian deposits inmates personal funds into the PDF?			
7.2.4.2. Does a disinterested party unassociated with the PDF audit the PDF quarterly?			
7.2.5. Is all cash, checks, vouchers, and receipts associated with inmate PDFs secured according to AFI 31-209, Air Force Resource Protection Program? (para 7.3.3.)			
7.2.6. Is AF Form 1387, Receipt-Inmate's Personal Deposit Fund , used to receipt for all funds deposited in the PDF? (para 7.3.4.)			
7.2.6.1. Are only military checks, PDF custodian checks, money orders, cashier's checks, cash or non-U.S. currency deposited in the PDF account?			
7.2.7. Are inmates provided a copy of the AF Form 1387 as a receipt for funds deposited in the PDF, with a second copy filed with the AF Form 1388, Summary Receipt Voucher for Personal Deposit Fund? (para 7.3.4.)			
7.2.8. Is AF Form 808, Cash Account-Inmate's Personal Deposit Fund , used to chronologically post and balance each inmate's PDF account? (para 7.3.6.)			
7.2.9. Upon release or transfer of inmates, does the PDF custodian let the inmate verify the account and draw a check for the listed balance, annotate a "0" in the balance column and write or stamp "account closed" following the last entry on the form, and are all entries in ink? (para 7.3.6.2)			
7.2.10. Does the PDF account custodian make deposits at least weekly? (para 7.3.7.) NOTE: Deposit receipts for more than \$100 by the next banking day.			
7.2.10.1. Is a check deposit receipt maintained or is there a duplicate of the deposit slip with the AF Form 1388?			

7.2.10.2. Do inmates indorse all checks “For Deposit Only” to the PDF account?			
7.2.11. Does the corrections officer or appointee approve withdrawals from the PDF? (para 7.3.8.)			
7.2.12. Does the PDF custodian use the following forms to complete the transactions described? (para 7.3.8.)			
7.2.12.1. DD Form 504, Request for Receipt for Health and Comfort Supplies , to process health and comfort purchase requests?			
7.2.12.2. AF Form 1390, Withdrawal Request-Inmate's Personal Deposit Fund , to make purchase requests or forward money?			
7.2.12.3. AF Form 1391, Group Purchase Voucher-Inmate's Personal Deposit Fund , for requests involving more than 1 inmate?			
7.2.12.4. AF Form 1392, Summary Disbursement Voucher-Inmate's Personal Deposit Fund , to list all checks drawn from the PDF?			
7.2.12.5. AF Form 1393, Petty Cash Voucher-Inmate's Personal Deposit Fund , for locally authorized expenditures of \$50 or less, and are voucher numbers (CXX-01) assigned in the same manner as AF Forms 1388 and 1391?			
7.2.13. Are all PDF checks stamped “void after (30,60,90 days)” as determined appropriate? (para 7.3.9)			
7.2.14. Is AF Form 1398, Daily Status-Inmate's Personal Deposit Fund , used to record the daily balance of the PDF? (para 7.3.10.)			
8. CONTROL OF INMATES			
8.1. CRITICAL ITEMS:	YES	NO	N/A
8.1.1. Does the corrections NCO release inmates to escorts via DD Form 2708, Receipt for Inmate or Detained Person? (para 8.2)			
8.1.2. Does the corrections staff coordinate with the installation CSF to determine the use of only the vehicle driver as an inmate escort within the confines of the installation? (para 8.2)			
8.1.2.1. When off the installation, are vehicle operators prohibited from being used as inmate escorts?			
8.1.3. Do two personnel escort maximum custody inmates, at least one of which is an armed security force member and are approved restraining devices used? (para 8.2.2.)			
8.1.4. Do parent unit personnel escort medium-out custody inmates using a ratio of one escort per two inmates? When SF's conduct the escort, is the ratio one per three inmates? (para 8.2.4)			

8.1.5. Do local instructions specify what items an inmate can have in his or her possession, making anything else, or any amounts in excess of what is prescribed is considered contraband? (para 8.3)			
8.1.6. Does the corrections staff prohibit inmates from having items which threaten the safety or security of the facility, staff, and inmate population; or are prohibited by law or directives? (para 8.3.)			
8.1.7. Does the corrections staff control contraband through close supervision and frequent unannounced searches? [e.g. Are items, which threaten the safety or the security of the facility, staff, or inmate population prohibited] (para 8.3)			
8.1.8. Do staff members conduct searches on inmates of the opposite sex, unless required for emergency purposes? (para 8.4)			
8.1.9. Are corrections staff members trained in using force in the corrections facility and by using the minimum force necessary? (para 8.6)			
8.1.10. Are weapons prohibited when escorting or supervising medium or minimum custody inmates unless the supervisor's routine duties require a weapon? (8.6.1)			
8.1.11. Are weapons (firearm, club, and baton) or (irritants) Ortho-Chlorobenzylidene Malonitrile (CS) gas, to include Oleoresin Capsicum (OC) pepper spray only allowed into the facility in emergency situations established in writing by the CSF? (para 8.6.2.)			
8.1.12. Is DD Form 553, (Deserter/Absentee Wanted by the Armed Forces) accomplished if a inmate escapes, fails to return, or when a inmate's parole has been suspended or revoked according to AFI 36-2911, (Desertion and Unauthorized Absence)? (para 8.7.2)			
8.1.13. Are all escapes and major disorders formally investigated? (para 8.7.5.)			
8.1.13.1. Is the appropriate MAJCOM/SF and HQ AFSFC/SFC notified NLT 30 days after the event? (para 8.7.2.5.)			
8.1.14. Does the medical officer evaluate all inmates in segregation and make a determination regarding the appropriateness of continued segregation as soon as possible and within 24 hours of the initiation of segregation and at least every 72 hours thereafter? (para 8.10)			
8.1.14.1. Does the medical authority review the appropriateness of continued suicide watch at a minimum every 24 hours after the initiation of the segregation to evaluate inmate's health and sanitary conditions?			
8.1.15. Are suicide watch cells cleared of any items an inmate can use to self-inflict injury? (para 8.10.1.)			
8.1.16. Do corrections staff members conduct frequent (not to exceed 15 minute) suicide watch cell checks? (para 8.10.2.)			
8.1.17. Does only staff members of the same sex as the inmate's conduct frequent checks in the case of these inmates, since they may be unclothed? (para 8.10.3.)			

(para 8.10.3.)			
8.2. NON-CRITICAL ITEM:	YES	NO	N/A
8.2.1. Has the corrections officer established reasonable local procedures (rules)? (para 8.1)			
8.2.1.1. Are inmates controlled through impartial enforcement of regulations necessary for a safe and secure operation?			
8.2.2. Are inmate roll calls conducted at a minimum at shift change, during sleeping hours (irregular checks, during work hours or when inmates are away from the facility (by telephone or in person) to ensure accountability on a 24-hour basis? (para 8.1.1.)			
8.2.3. When mixing custody grades for escort, is the most restrictive escort procedure used according to classification? (para 8.2.1.)			
8.2.4. Are only Officers and Non-Commissioned Officers from the parent unit equal to or higher in rank assigned to the inmate as escorts? (para 8.2.6)			
8.2.5. Does the corrections staff brief escorts on inmate security responsibilities prior to departing the corrections facility? (para 8.2.7.)			
8.2.6. Does inmate escort training emphasize the following areas? (para 8.2.7.)			
8.2.6.1. Responsibilities for the safety and welfare of the inmate and the public?			
8.2.6.2. The inmate's custody grades and any special instructions such as controlling and administering prescribed medication?			
8.2.6.3. Detailed instructions for unplanned or emergency situations such as: unexpected or overnight delays during transfer, escape or attempted escape, and medical emergencies?			
8.2.6.4. Instructions relating to the mode of transportation and planning itinerary (i.e., commercial or military aircraft requirements (transfers), and government vehicles)?			
8.2.6.5. How and when to use restraining devices and reporting instructions at the final destination (if any)?			
8.2.6.6. Disposition of the inmate's property (in case of transfer)?			
8.2.7. Do corrections personnel train escorts on the use of restraining devices and escape prevention measures? (para 8.2.9.)			
8.2.8. Do staff members use protective gloves during searches of the inmate and clothing to protect against blood borne pathogens? (para 8.4)			

8.2.9. Are simple searches conducted on inmates anytime they leave or return to the facility, and before and after visits, and as determined by the corrections officer to check for contraband or weapons? (para 8.4.1.)			
8.2.10. Are complete searches conducted as part of inmate in-processing? (para 8.4.2.)			
8.2.10.1. Following the initial confinement search, are inmates allowed to shower and issued clean, previously searched clothing?			
8.2.11. Are searches of the area and facility for contraband conducted at irregular intervals? (para 8.4.3.)			
8.2.12. Has the corrections officer prepared emergency plans, which focus on the control and safety of inmates, been developed for the facility which encompass, as a minimum, apprehension of escapees; fire prevention and protection; response to riots, disorders, power failures, hostage situations, bomb threats, natural disasters, and medical emergencies? (para 8.5.)			
8.2.12.1. Do the emergency plans focus on control and safety of inmates? Are they periodically reviewed and tested?			
8.2.13. Are emergency plans posted within the facility and are supporting checklists, special instructions, and other appropriate documentation available at the facility, LE Desk, or other location designated by the installation CSF? (para 8.5.1.)			
8.2.14. Have all personnel assigned to the corrections facility or responsible for the inmate population been trained in implementing emergency plans? (para 8.5.2.)			
8.2.15. If a inmate escapes, fails to return, or when a inmate's parole has been suspended or revoked, does the corrections staff immediately prepare and distribute pursuant to the provisions of AFI 36-2911, DD Form 553, Deserter/Absentee Wanted by the Armed Forces? (para 8.7.2.)			
8.2.16. In the event of a inmate escape, does the corrections officer: (para 8.7.2.) 8.2.16.1. Notify the MAJCOM/SF? 8.2.16.2. Initiate OPREP-3 procedures as stated in AFI31-205, para 3.5.? 8.2.16.3. Use AF Form 807 to inventory the escaped inmate's property and personal effects as soon as possible after escape? 8.2.16.4. Are escaped inmates who are not captured within 90 days dropped from confinement accountability rolls/, and is the CTF retained at the facility?			
8.2.17. Within 30 days of an escape, does the corrections officer/NCO prepare a lessons learned report and forward the report to HQ AFSFC/SFC			

through their MAJCOM? (para 8.7.2.5.)			
8.2.18. Once an escapee is returned to military control, do medical personnel examine him or her for sign of communicable or contagious diseases, HIV, pregnancy and complete drug testing within 24 hours? (para 8.7.6.)			
8.2.19. Are D & A charges posted in the facility inmate rulebook? (para 8.8.1.1)			
8.2.20. Does the corrections officer or appointee advise an inmate, in writing, at least 24 hours in advance of a Discipline and Adjustment Board? (para 8.8.1.2.2.)			
8.2.21. Is a Discipline and Adjustment panel composed of two disinterested staff members (E-5 or higher), and a panel chairperson (E-7 or higher) from Security Forces activated if there are serious infractions or behavior by a inmate? (para 8.8.3.1)			
8.2.22. Does the corrections staff document facility rule violations and behavior problems on DD form 2714, Inmate Disciplinary Report ? (para 8.8.3.3.)			
8.2.23. Are appeals submitted to the SJA within 3 working days of acknowledgement of receipt of action? (para 8.8.4.2.)			
8.2.24. Does the corrections officer use administrative or disciplinary segregation to prevent injury, maintain health, or discipline standards? (para 8.9.)			
8.2.24.1. Does the confinement staff keep segregated inmates under close supervision, conducting frequent checks throughout the 24-hour day? (para 8.9)			
8.2.25. Within 24 hours of an inmate's entry into segregation, does the corrections officer review the circumstances behind the segregation and the need for further segregation? (para 8.9.1.)			
8.2.26. Does the corrections staff record medical staff evaluations on a DD Form 509, Inspection Record of Prisoners in Segregation ? (para 8.10.)			
8.2.27. Have procedures been developed to insure the safety of suicidal inmates? (para 8.10.)			
8.2.28. Do facility commanders or their designated representative conduct daily visits to all inmates in segregation and/or suicide watch? (para 8.10)			
8.2.29. Are roll calls conducted at shift change during sleeping hours (irregular checks) and during work hours or when inmates are away from the facility (by telephone or in person)? (para 8.11)			
9. INMATE TRANSFERS			
9.1. CRITICAL ITEMS:	YES	NO	N/A
9.1.1. Are preventive measures taken to protect escorts from blood born pathogens? (para 9.9.5.)			

<p>9.1.2. Does the corrections officer adhere to the following when transporting inmates aboard military aircraft? (para 9.5.)</p> <p>9.1.2.1. Separate maximum custody from other custody grade inmates?</p> <p>9.1.2.2. Provide passenger terminal personnel with a passenger manifest at least 24 hours prior to transport?</p> <p>9.1.2.3. Brief escorts on their responsibilities?</p> <p>9.1.2.4. Perform complete searches of inmates and luggage prior to leaving the corrections facility?</p> <p>9.1.2.5. Escorts hand-carry hazardous material (matches, lighters, etc.) and administer prescribed inmate medication?</p> <p>9.1.2.6. Maximum custody escorts may carry weapons/munitions on the aircraft as approved by the aircraft commander?</p> <p>9.1.2.7. Escorts carry one set of handcuffs per inmate?</p>			
<p>9.1.3. When transporting inmates aboard military aircraft, are maximum and psychotic inmates provided two escorts, at least one an armed security forces member, and are approved restraining devices used during the movement? (para 9.5.8.)</p>			
<p>9.1.4. When transporting inmates via commercial aircraft, are the following requirements adhered to for escorting inmates? (para 9.6.)</p> <p>9.1.4.1. When making travel arrangements does the corrections officer or assigned escorts find out if the airline has requirements for escorting inmates that are additional to those listed below? If so, they supersede all others. (para 9.6.1.)</p> <p>9.1.4.2. Does the losing corrections officer notify the appropriate airline representative and identify the inmate and escort(s) at least 1 hour prior to departure? (para 9.6.2)</p> <p>9.1.4.3. Does the escort certify the inmate underwent a complete search? (para 9.6.3.)</p> <p>9.1.4.4. Do the escorts have restraining devices available? (para 9.6.4.)</p> <p>9.1.4.5. Do escorts/inmates board prior to all other passengers? (para 9.6.5.)</p> <p>9.1.4.6. Do escorts/inmates sit together, with the escort between the inmate and the aisle? (para 9.6.6.)</p>			

9.1.4.7. Do escorts account for utensils? (para 9.6.7.)			
9.1.5. When transporting inmates via ground transportation, are the following requirements adhered to, in addition to the requirements for movement aboard military aircraft: (para 9.7.)			
9.1.5.1. Only government or government rented vehicles are used?			
9.1.5.2. Escorts do not operate the vehicle?			
9.1.5.3. The inmate is never restrained to the vehicle?			
9.1.5.4. Stops are limited to those needed for rest, fuel, and emergencies?			
9.2. NON-CRITICAL ITEMS:	YES	NO	N/A
9.2.1. When transferring inmates to another facility, does the corrections NCO/POC complete pre-transfer requirements? (para 9.1)			
9.2.1.1. If the transfer is into a Level 1 Regional Correctional Facility (RCF) or higher, was HQ AFSFC coordinated with?			
9.2.1.2. Did the Installation Commander authorize temporary transfers to other Level 1 facilities?			
9.2.2. Does the inmate(s), their commanders, or appointed representatives and corrections officers attend the Pre-transfer conference to explain the purpose of the transfer and resolve the disposition of property and funds? (para 9.2.)			
9.2.3. Does the corrections NCO arrange for the transfer of convicted offenders to capitalize on treatment programs offered only at Level 2 or 3 facilities once the CA has designated confinement for court-martialed offenders? (para 9.3)			
9.2.4. Are transfer request messages sent to HQ AFSFC/SFC via Defense Message System, with copies sent to the inmate's unit, SJA, CA, and MAJCOM/SF? (para 9.3.2.)			
9.2.5. Does the corrections NCO complete all actions for transferring inmates prior to arrival at the facility? (para 9.4)			
9.2.6. Is the corrections officer knowledgeable of Federal Aviation Administration requirements for the movement of inmates aboard commercial aircraft? (para 9.6)			
9.2.7. Does the corrections officer ensure escort requirements are complied with for movement aboard ground transportation? (para 9.7)			
9.2.8. Does the corrections officer ensure unit escort(s) are trained and ensured at least one escort is an NCO of the same sex as the inmate? (para 9.8.)			

<p>9.2.9. Does the corrections officer brief escorts on: (para 9.8.1. through 9.8.7.)</p> <p>9.2.9.1. The mode of transportation and security requirements based on the inmate's custody grade?</p> <p>9.2.9.2. Procedures and arrangements for delays or stopovers and delivery, procedures for inmate illness, escape, or injury, and procedures for uncontrollable or unstable inmates?</p> <p>9.2.9.3. Inmate clothing and equipment requirements and receipt of inmate's property?</p> <p>9.2.9.4. Expected escort performance and conduct, and need for compliance with Air force appearance standards?</p> <p>9.2.9.5. Receipt requirements for medically transferred inmates?</p> <p>9.2.9.6. Need for several blank DD Forms 629, Receipt for Prisoner or Detained Person, and its use?</p> <p>9.2.9.7. Escort responsibilities as outlined in AFI 31-205, para 9.5.?</p>			
<p>9.2.10. Does the corrections NCO ensure parent units out-process their inmates, and trained escorts are assigned consistent with custody grade and security requirements? (para 9.9)</p> <p>9.2.10.1. Are all inmates escorted regardless of status or rank?</p> <p>9.2.10.2. Has the corrections staff notified the inmate's parent unit that they are responsible for the funding of escorts? (AFI 65-601V1, para 10.2.1)</p>			
<p>9.2.11. When the corrections officer determines the inmate to be maximum custody or the commercial airline requires law enforcement escort, do security forces conduct the escort and the parent unit provide the funding? (para 9.9.)</p>			
<p>9.2.12. Are escorts assigned using the following criteria: (para 9.9.1. through 9.9.4.)</p> <p>9.2.12.1. At least a NCO and equal to or higher in rank to the inmate? EXCEPTION: Security Forces in the grade of E-4 or higher may escort any inmate regardless of the rank of the inmate.</p> <p>9.2.12.2. Not someone who may sympathize with the inmate?</p> <p>9.2.12.3. The same sex as the inmate, or at least one the same sex as inmate if assigning more than one escort?</p> <p>9.2.12.4. When off the installation, does the corrections NCO ensure an</p>			

additional escort is provided?			
9.2.13. Does the corrections staff brief unit escorts to monitor the appearance and conduct of inmates and to restrain inmates who become a security risk, to avoid crowds and actions that cause public attention? (para 9.10)			
9.2.14. Is the corrections NCO knowledgeable of the requirements for an inmate to appear as a witness in a trial; civilian or military? (para 9.11)			
10. PAROLE AND CLEMENCY			
10.1. CRITICAL ITEMS:	YES	NO	N/A
10.1.1. Does the Corrections Officer at a Level 1 corrections facility convene a disposition board for eligible inmates and process results to the convening authority after coordination with the installation SJA? (para 10.3.)			
10.1.2. Does the corrections officer notify the Parole and Clemency Board immediately if a inmate's conduct changes significantly or if there is other relevant information? (para 10.11)			
10.1.3. Does the corrections officer ignore GCT and EGCT when computing eligibility for parole? (para 10.12.6.)			
10.1.4. Does the corrections officer release inmates with approved parole on the date specified on the DD Form 2716-1, Department of Defense Certificate of Parole , or as soon thereafter as is acceptable by the US Probation Office concerned? (para 10.18.)			
10.2. NON-CRITICAL ITEMS:	YES	NO	N/A
10.2.1. Does the corrections officer promptly notify inmates of the decision by a Clemency and Parole Board? (para 10.11.)			
10.2.2. Does the corrections officer promptly notify the Parole and Clemency Board if a inmates release date is delayed for cause? (para 10.18.)			
10.2.3. Upon receipt of parole approval does the corrections staff contact the servicing MPF of the inmate concerned and provide then a copy of the letter approving parole? (para 10.18.9.)			
10.2.4. Upon release on parole, does the corrections officer ensure the original correction records, as well as copies of all documents about the parole approval and subsequent release are forwarded to the USDB Parole Branch? (para 10.18.9.)			
10.2.5. Does the corrections officer authorize Emergency Home Parole (EHP) for inmates for the purpose of home visit for emergency reasons, normally not to exceed seven days? (para 10.22.1)			
10.2.5.1. Was the emergency reason verified with the American Red Cross?			

10.2.5.2. Do circumstances exist which justify EHP?			
10.2.5.3. Are actions consistent with correctional requirements and public safety?			
10.2.6. Does the corrections officer ensure notifications of victims and witnesses participating in the VWAP are made by the most direct means prior to release on EHP? [e.g. telephonic notification, confirmed by written notification] (para 10.22.1 and 10.22.2)			
11. REHABILITATION SERVICES AND AF RTDP			
11.1. CRITICAL ITEMS:	YES	NO	N/A
11.1.1. Do all able-bodied inmates participate in physical training, work assignments, adult basic education (as needed), and are they afforded the opportunity to participate in correctional treatment programs? (para 11.1.)			
11.1.2. Does the facility staff have measures in place to prevent pre-trial detainees from being assigned work details as disciplinary action? (para 11.1.2.1)			
11.1.3. Are all new inmates provided with information concerning the RTDP? (para 11.4.2.4.)			
11.2. NON-CRITICAL ITEMS:	YES	NO	N/A
11.2.1. Has the corrections officer set up local inmate work programs so they are consistent with custody level and civilian employment potential, resulting in duties and services that contribute to the AF mission and the inmate's rehabilitation? (para 11.1.1.)			
11.2.2. Are inmates prohibited from participating in the following types of employment? (para 11.1.3.)			
11.2.2.1. Operating a vehicle?			
11.2.2.2. Handling classified material, medical or mental health records, personal or official mail, personal property, funds, or sensitive files?			
11.2.2.3. Working with hazardous materials, such as access to drugs, narcotics, intoxicants, firearms, or munitions?			
11.2.2.4. Providing personal services or working in an authoritative capacity over another individual?			
11.2.2.5. Labor inherently more hazardous than that required of active duty personnel, which violates civilian labor contracts, or under the supervision of a non-DOD foreign national?			
11.2.2.6. Food service, unless in a correction dining facility?			
11.2.2.7. Labor that permits close association with the opposite sex, unless			

closely supervised?			
11.2.2.8. Labor that may bring financial gain to inmates or the corrections staff, may bring criticism to the US military, or violates Air Force standards of conduct?			
11.2.2.9. Performing work details outside the facility on Sundays and Federal holidays unless the inmate(s) volunteer in writing?			
11.2.3. Do the correctional treatment programs include: (para 11.2.)			
11.2.3.1. Crisis intervention and corrections counseling?			
11.2.3.2. Drug and alcohol counseling?			
11.2.3.3. Self-help groups (such as AA, and NA)			
11.2.3.4. Religious programs (in-facility programs also if possible)?			
11.2.3.5. Pre-release counseling?			
11.2.3.6. Facilities without treatment programs must provide access to crisis intervention, drug/alcohol counseling, and pre-release counseling?			
11.2.3.7. Academic instruction?			
11.2.4. Does the facility have correctional treatment programs (rehabilitation) certified by the base Mental (Behavioral) Health or HQ AFSFC/SFC Chief Clinician? (para 11.2 and 1.3.4)			
11.2.5. Do inmates receive at least 1 hour of exercise (physical training) and recreation, three times a week? (para 11.3.)			
11.2.6. Are recreational activities such as library, table games, television, and radio available for inmates? (para 11.3.)			
11.2.7. Does the corrections NCO have an understanding of the Air Force Return to Duty Program (RTDP); to include candidate application submission and transfer requirements? (para 11.4.and 10 USC § 953)			

Attachment 2
THE AIR FORCE CORRECTIONS SYSTEM

Change:

1. Paragraph 1.2.2. Change “Has” to “Does”
2. Paragraph 3.1.11. Change reference from para 3.2.6.5.1.1. to para 3.2.6.5.2.
3. Paragraph 3.1.15. Change “vacation” to “vocation”
4. Paragraph 3.2.13. Change to read: Are the inmates advised not to initiate contact with any of the victims or witnesses without permission? [Without the confinement staff providing or identifying the names of any victims or witnesses to the inmate] (para 3.2.8.)
5. Paragraph 3.1.25. Change to read: Does the corrections officer send the Annual Confinement Report through the appropriate MAJCOM to AFSFC/SFC, NLT 15 Jan each year?
6. Paragraph 4.1.3.12. Insert brackets around combination, e.g. [combination]
7. Paragraph 5.1.4. Change reference from para 5.3.1. to para 5.3.
8. Paragraph 5.2.1. Change to read: Does inmate in-processing include the following: at least one briefing on facility rules, an interview by the corrections officer or NCOIC; and was the inmate provided a written copy of the facility rules? [which contains the formal complaint process, confinement facility offenses and disciplinary measures] (para 5.3.1.)
9. Paragraph 5.2.23. Change to read: Is videotaping of inmates prohibited? Note: Except in support of medical documentation, for official documentation purposes, or IAW AFI 35-101. (para 5.11.1)
10. Paragraph 5.2.30. Change reference from para 6.1.1. to para 5.14.
11. Paragraph 6.2.11. Change “form” to “from”